

Michelle Minotti

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Experience

Owner/Esthetician, Minotti Skincare**June 2014 - Present****Store Business Lead, lululemon athletica****2012 – June 2014**

Oversaw all people-related administrative tasks including but not limited to coordinating recruiting in Taleo, managing referral rewards program, coordinating off letters, executing reference checks, executing background checks, scheduling interviews, training, and HR appointments. Managed the retail floor and worked directly with the store manager to support the general store operations and functions. Accountable for the level of education on the floor, hitting daily goals, opening and closing needs, and schedule needs based on the business.

Spin Instructor, Total Woman's Gym & Spa**2013 - Present**

Created weekly classes to challenge participants in a high intensity 60-minute cardiovascular class. Able to analyze proper bike set up to eliminate the risk of injury. Tailored the classes to make sure everyone was safe but getting the workout they desired. Provided verbal guidance and visualization to ensure that participants maintained proper form, cadence, and a fun workout.

Beauty Advisor, Estee Lauder**2012 - 2013**

Achieved daily sales goal. Recruited new customers with daily makeovers and fun events. Provided exceptional service to every customer. Demonstrated and educated the products. Built clientele through my registry and maintained a personal relationship with them.

Representative, ARCONA**2011 - 2012**

Closely worked with clients to provide excellent customer service and skin care recommendations. Introduced customers to the ARCONA brand. Maintained an efficient, pristine counter and personal ARCONA image. Advised and taught clients custom-fit skin care regimes. Built brand loyalty through follow up with contacts and maintaining client relationships.

Esthetician, Endless Summer Salon**2011 - 2012**

Responsibilities focused on customized facials; lash extension application, waxing services, and makeup application for special events. Developed individualized skin-care programs, recommended products and advised clients regarding their at-home skin-care regime. Worked with the spa managers to schedule appointments for all estheticians, massage therapists, and hair stylists. Developed a monthly supply order format. Trained the new hire estheticians on the salon standards and guest experience.

Personal Assistant, Grace Brooke Professional Organizer**2011 - 2012**

Provided continuous high quality support to Grace. Coordinated appointments, managed social media outlets (Facebook, website, newsletters, LinkedIn, blog, and twitter), responded to and organized e-mails, and gathered client feedback. Worked closely at on-site projects organizing

client's confidential paperwork, setting up personal workstations, and organizing closets.

Spin Instructor, The YMCA Sonoma County

2011 - 2012

Created weekly classes to challenge participants in a high intensity 60-minute cardiovascular class. Able to analyze proper bike set up to eliminate the risk of injury. Tailored the classes to make sure everyone was safe but getting the workout they desired. Provided verbal guidance and visualization to ensure that participants maintained proper form, cadence, and a fun workout.

Compulsory Judge, Nor-Cal Gymnastics

2010 - Present

Hotel & Player's Lounge Coordinator, SAP Open

2009 - 2012

Responsibilities included planning, scheduling, and managing the hotel accommodations for over professional athletes, tournament staff, officials, and volunteers. These accommodations included personal and tournament related transportation, daily activities, and concierge service for the Player's Lounge. Assisted in contractual negotiations between the tournament and the local hotels providing rooms for the players and staff. Managed the practice schedule for all athletes between numerous off-site practice facilities. Assisted in managing accounts for corporate partnerships.

Education

B.S. Business Administration, San Jose State University

Fall 2004 - 2008

California License of Aesthetics, Lytle's Beauty College

February 2011 – August 2011

Honors & Awards

- Honor Roll 2000-2008
- Most Outstanding Gymnast, 2005 San Jose State University Gymnastics Team
- Most Valuable Gymnast, 2006 San Jose State University Gymnastics Team
- Leadership Award, 2007 & 2008 San Jose State University Gymnastics Team
- A.S. 55, 2007 San Jose State University
- NCAA Women of the Year, Nominee 2008